CRCL Internship Announcement

Office for Civil Rights and Civil Liberties

BACKGROUND
The U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties seeks to provide motivated law students entering their second or third year of law school with an internship opportunity in Washington, D.C. The internship will provide experience in the fields of Constitutional Law, Administrative Law, Employment Law, Homeland Security, and the practical workings of the Federal Government.

This is an unpaid position with no relocation expenses available. Students are free to seek funding or course credit for the internship, but should resolve those issues with their own law school administrators.

QUALIFICATIONS
All degree-seeking undergraduate or graduate students who are United States Citizens or Nationals are eligible to apply. Law students must be enrolled at least half time in an accredited law school and entering their second or third year (e.g. law students who have completed their first year but will have not yet graduated). We are looking for independent, creative thinkers with outstanding research, writing, and presentation skills. We particularly desire individuals interested in working on Federal executive policy initiatives at the nexus of civil rights and civil liberties.

Individuals selected for the internship will be required to complete a security background clearance prior to starting any assignment. Prospective interns who have been offered an internship with CRCL will be sent an email with login and password information by the Office of Security with instructions on how to complete and submit the security clearance forms online. For planning purposes, you will need the full names and addresses for your immediate family, two personal references, and two additional neighborhood references of individuals, friends, or acquaintances who can verify your residence information.

ABOUT THE OFFICE FOR CIVIL RIGHTS AND CIVIL LIBERTIES
The Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL) supports the Department’s mission to secure the Nation while preserving individual liberty, fairness, and equality under the law. The statutory authority for the Office is described in 6 U.S.C. § 345 and 42 U.S.C. § 2000ee-1.

CRCL integrates civil rights and civil liberties into all the Department’s activities:
- Promoting respect for civil rights and civil liberties in policy creation and implementation by advising Department leadership and personnel, and state and local partners.
- Communicating with individuals and communities whose civil rights and civil liberties may be affected by Department activities, informing them about policies and avenues of redress, and promoting appropriate attention within the Department to their experiences and concerns.
- Investigating and resolving civil rights and civil liberties complaints filed by the public regarding Department policies or activities, or actions taken by Department personnel.
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- Leading the Department’s equal employment opportunity programs and promoting workforce diversity and merit system principles.

For additional information, please see CRCL’s website (www.dhs.gov/crcl) and Facebook page (www.facebook.com/civilrightsandcivilliberties).

**POSITION DUTIES AND RESPONSIBILITIES**

**General Tasks**

Interns have the option of designating their preference to work with any number of CRCL internal sections (the Anti-Discrimination Group, Compliance Branch, Community Engagement Section, Equal Employment Opportunity and Diversity section, Immigration Section, the Institute, etc). In general, with staff support and assistance, interns working for CRCL could perform some or all of the following tasks:

- Research and develop training material regarding civil rights and civil liberties issues in the Information Sharing Environment.
- Analyze proposed and recently passed legislation and regulations, particularly regarding State and Local Fusion Centers and related civil rights and civil liberties issues.
- Research newsworthy topics such as information sharing, aviation security, Constitutional rights issues, and enforcement security policy.
- Conduct legal research regarding the use of racial profiling techniques at the U.S. border, liability of U.S. Immigration and Customs Enforcement (ICE) for use of racial profiling by local law enforcement, and duties owed by ICE to legally incompetent persons.
- Research policy initiatives such as Custom and Border Patrol’s (CBP) authorities at the border, PASS ID, religious profiling, and the implementation of current profiling policies.
- Collaborate with the Office of General Counsel (OGC) on the use of social media in intelligence and analysis.
- Perform legal research regarding employment discrimination issues, assist in the preparation of final agency actions adjudicating complaints of employment discrimination, and review applicable legislative/regulatory or Equal Employment Opportunity Commission (EEOC) recent developments.
- Support policy development and review in the area of nondiscrimination on the basis of race, color, national origin (including limited English proficiency), and disability.

**Anti-Discrimination Group Duties**

CRCL’s Antidiscrimination Group (ADG) focuses on policy work aimed at ensuring fair and equitable treatment of individuals and guard against discrimination based on race, color, national origin, disability, sex, and age in DHS programs and activities in accordance with:

- Title VI of the Civil Rights Act of 1964 (Title VI), which protects persons from discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance;
- Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in any education or training program receiving federal financial assistance, with a limited number of defined exceptions;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which forbids discrimination on the basis of an individual's disability by all federal agencies and in all federally assisted activities;
The Age Discrimination Act of 1975, as amended, which prohibits discrimination in federally supported activities on the basis of age;  
Executive Order 13166, *Improving Access to Services with Persons with Limited English Proficiency* (2000), which requires that persons with limited English proficiency (LEP) have meaningful access to federally conducted and federally funded programs and activities, including services and benefits; and,  
Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (1994), which requires covered agencies to “make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”  
ADG also works to ensure that civil rights and civil liberties considerations are integrated in disaster related preparedness, response, and recovery efforts. CRCL ADG interns may perform some or all of the following tasks:

- Analyze policies, procedures, and reports for their implications on civil rights compliance by DHS Components and DHS recipients of financial assistance.
- Support the development of tools to assist DHS recipients (grantees, etc.) in meeting their civil rights obligations.
- Assist in the implementation of a disability access directive to support compliance with Rehabilitation Act of 1974 across DHS.
- Conduct legal research (law students) on issues related to discrimination based on race, color, national origin, and disability.
- Assist in planning external stakeholder meetings on matters related to race, color, national origin and disability as they relate to DHS programs and activities.
- Support one or more DHS Working Groups focused on civil rights implementation.
- Review disability issues arising in the area of immigration detention.

**BizOps Duties**

The Front Office, also known as the Business Operations Team (BizOps), is responsible for ensuring that CRCL and its employees have the resources and information needed to produce the highest quality products and services as efficiently as possible in a safe and secure environment. The scope of CRCL’s BizOps team responsibilities span the Freedom of Information Act (FOIA) and records management process, communications, executive secretariat, office management, space and facilities, emergency preparedness and planning programs, contracts and procurement, budget, and human resources. CRCL BizOps team interns may perform some or all of the following tasks:

- Serve a rotation under multiple internal BizOps staff to observe, learn, and review Communication, ExecSec, Finance/Budgeting, FOIA, management, and other various business functions.
- Support the BizOps team with various administrative functions and duties.
- Assist with process and analysis of FOIA requests and Records Management.
- Observe, review, and support the budget and procurement processes.
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- Observe and assist leadership by navigating the organizational structure of the Office of the Secretary and Executive Management and other DHS HQ lines of business operations

**Compliance Branch Duties**

The CRCL Compliance Branch is tasked with investigating and resolving civil rights and civil liberties complaints filed by the public. CRCL Compliance Branch may perform some or all of the following tasks:

**Legal Interns**

- Assist in investigating civil rights complaints filed with CRCL: interviewing complainants, analyzing novel issues of law, security and policy, drafting inquiries and reports, reviewing completed investigations, etc.
- Conduct research into allegations of unlawful racial and religious profiling.
- Analyze proposed and recently passed legislation and regulations, particularly regarding State and Local enforcement initiatives and related civil rights and civil liberties issues.
- Research newsworthy topics such as information sharing, aviation security, Constitutional rights issues, and enforcement security policy.

**Graduate and Undergraduate (non-legal) Interns**

- Analyze allegations of civil rights and civil liberties complaints from the public on issues such as conditions of detention in U.S. Immigration and Customs Enforcement and U.S. Customs and Border Protection custody, racial and religious profiling, language access, accommodations for persons with disabilities, treatment of unaccompanied minors, and discrimination.
- Draft documents for complaint investigations, including inquiries and reports to DHS Components and correspondence to the public.
- Analyze Department of Homeland Security investigative reports.
- Conduct research and review policies regarding civil rights and civil liberties issues within the CRCL Compliance Branch’s jurisdiction.
- Assist with managing the complaint processing database.

**Community Engagement Section**

The Community Engagement Section engages with diverse American communities whose civil rights may be affected by Department activities. We respond to community concerns and provide information on Department programs, activities, and issues. The goals of our program are: to communicate reliable information about federal programs and policies, including avenues for redress and complaints; to obtain feedback about community concerns and on-the-ground impacts of Department activities, in order to incorporate into the policymaking process community ideas and issues relating to civil rights and civil liberties; and to deepen channels of communication between communities and federal officials in order to facilitate solution of problems.

**Equal Employment Opportunity (EEO) and Diversity**

EEOD directs the Department’s EEO and diversity policies, products, and services to optimize the effectiveness of the Department’s personnel and operations. EEOD interns could work for either Complaints Management and Adjudication Section (CMAS) or Headquarters (HQ) EEO and perform some or all of the following tasks:

**Legal Interns Working For CMAS**

- Draft decisions adjudicating claims of employment discrimination filed by DHS employees, former employees, and applicants for employment.
• Research Federal case law and statutes, Equal Employment Opportunity Commission (EEOC) regulations, Merit Systems Protection Board regulations, and DHS regulations, policies, and practices as they pertain to employment and working conditions.

Graduate and Undergraduate Interns Working For CMAS
• Review EEO complaint data, prepare reports and/or deliver briefings on complaint trends to EEOD personnel and/or EEO personnel at DHS Component organizations.
• Draft decisions regarding claims of breach of settlement agreement and prepare correspondence regarding the EEO complaint program.
• Monitor compliance with EEOC- and DHS-ordered relief, participate in compliance meetings, and prepare comprehensive compliance reports.

Legal, Graduate, and Undergraduate Interns Working For HQ EEO
• Research and develop observances and activities regarding significant workforce contributions related to Special Emphasis Groups.
• Assist in pre-complaint processing of EEO complaints.
• Draft documents pertaining for both the informal and formal processing of EEO complaints.
• Participate in training activities for DHS Headquarters.
• Develop marketing materials for advancing EEO and promoting reasonable accommodations.

Immigration Section Duties
Assist with various activities conducted by the Immigration Section, which include:
• Reviewing proposed or existing immigration-related programs, policies, and procedures to ensure incorporation of civil rights and civil liberties protections.
• Assisting with policy recommendations and other guidance to ensure compliance with civil rights laws.
• Conducting legal and policy research in support of the Section’s policy review work.
• Participating in discussions with other DHS components/offices on improvements to programs, policies, and procedures.
• Assisting with the creation of civil rights and civil liberties training materials for DHS employees who carry out DHS’s immigration functions.
• Assisting in the coordination of Departmental international human rights treaty reporting and other inter-departmental or -agency coordination on human rights matters.
• Facilitating dialogue between and among government agencies and immigration and civil/human rights organizations.

Institute Section
The Civil Rights and Civil Liberties (CRCL) Institute provides high quality Department-wide training on issues at the intersection of homeland security and civil rights and civil liberties. We partner with the DHS Privacy Office and the Department of Justice's Bureau of Justice Assistance in the development and delivery of civil rights, civil liberties, and privacy training for personnel at state and major urban area fusion centers. In support of this training mission, CRCL maintains a web portal for single point of access to the wide range of resources and training materials that address civil rights, civil liberties, and privacy. The CRCL Institute training effort also involves the development, maintenance, and delivery of training for Department personnel using a broad range of tools.
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HOW TO APPLY
Applications are reviewed and accepted on a rolling basis. Priority considerations are given to students who apply for the internship by electronically submitting a resume, cover letter, transcript, writing sample, and preference sheet prior to the deadline; June 1 for fall, October 1 for spring, and March 1 for summer. The documents should be submitted electronically via this job posting or to CRCLintern@dhs.gov. Do not submit the documents via postal mail. Cover letters may be addressed to:

Deana Amendolia
Executive Officer
U.S. Department of Homeland Security
Washington, D.C. 20528
CRCLintern@dhs.gov

Questions regarding the internship may be directed by email to CRCLintern@dhs.gov.
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Preference Sheet

Answer all questions and submit with your application materials to CRCLintern@dhs.gov. Write the requested information below each question.

PERSONAL CONTACT INFORMATION
1. YOUR NAME (list first and last; ex: John Doe).

2. DAYTIME PHONE NUMBER (list area code + 7 digits; ex: 202-123-4567).

3. EMAIL ADDRESS (list primary; ex: name@domain.com)?

ACADEMIC INFORMATION
1. SCHOOL NAME (list current school; ex: Georgetown University)

2. GRADE LEVEL (Place an X next to the choice that best represents you; select only one)?
   - [ ] UNDERGRAD
   - [ ] GRADUATE
   - [ ] LAW STUDENT

3. MAJOR (list primary major; ex: criminal justice)?

4. GRADUATION (list expected month and year; ex: May 2018)

SECTION PREFERENCE
Place an X next to each section that you are interested in working for (select at least one)

- [ ] ANY / GENERAL / NO PREFERENCE
- [ ] ANTI-DISCRIMINATION GROUP
- [ ] BUSINESS OPERATIONS / FRONT OFFICE
- [ ] COMPLIANCE BRANCH
- [ ] COMMUNITY ENGAGEMENT SECTION
- [ ] EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY SECTION
- [ ] IMMIGRATION SECTION
- [ ] INSTITUTE BRANCH

TERM PREFERENCE
Place an X next to each semester that you are interested and available to intern (select at least one; edit the years, if needed)

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